

CURRENT POLICY

DESCRIPTOR TERM:	CODE:
Long Term Substitutes	4800
ADOPTION DATE:	REVISION:
August 20, 1999	

STATE BOARD POLICY

POLICY AND PROCEDURE DOCUMENTATION OF NECESSITY AND REQUESTING OF FUNDS FOR LONG TERM SUBSTITUTES

Each school district in a geographical area of the state in which there exists a critical shortage of teachers, as designated by the State Board of Education, shall be allotted a sufficient amount of funds for the salaries and fringe benefits of each substitute teacher that is employed by the district for more than a one-month period of time (twenty consecutive days). Funding for such long-term substitute teachers shall be limited to minimum program funds that would otherwise be available to the school district for licensed teacher unit positions allotted under Section 37-19-5(1) that cannot be utilized by the district. The licensed teacher unit positions will include only regular ADA teacher units and not special education, gifted or vocational teacher units. Funding for such long-term substitute teachers shall be only for those individuals employed as long-term substitute teachers who possess a bachelor's degree and shall be based on the beginning salary scale for a teacher with a type A license.

Prior to the employment of any long-term substitute, the local school superintendent must obtain the approval of the State Superintendent for each long-term substitute teacher to be employed by the district. The

local school superintendent must submit a letter to the State Superintendent requesting approval for the employment of each long-term substitute. The letter shall include the following:

- Demonstrates that the local school superintendent has exhausted all available options to locate and employ a licensed teacher.
- Lists the names and social security numbers of each long-term substitute for which the district intends to employ.
- Has as an "Attachment" a copy of a bachelor's degree for each long-term substitute for which the district intends to employ.

Upon completion of the employment services by the long-term substitute, the local school district superintendent may submit a letter to the Office of Financial Accountability that requests funding for long-term substitutes employed by the district. The letter shall include the following:

- Requests funding for long-term substitutes.
- Contains a statement that the district was unable to employ the number of licensed teachers that was greater than or equal to the number of minimum program teacher units earned, as provided for in Section 37-19-5(1).
- States the number of minimum program units that could not be utilized by the district.
- States the total amount of funds that the district is requesting for long term substitutes.
- Lists the names and social security numbers of each long-term substitute for which the district is requesting funds.
- Contains a statement indicating the number of consecutive days the long-term substitute is employed.
- Contains a statement that the daily rate of salary paid to the long-term substitute by the district is at least equal to the daily rate of pay for a beginning teacher with an A license.
- Contains a statement that the funding being requested for long-term substitutes will not exceed the amount of funds actually expended by the district for the employment of the long-term substitute.
- Has as an "Attachment" a copy of the letter from the State Superintendent where approval has been granted for the employment of the long-term substitute.